



Meeting Minutes



Monday 29th October

12-1.30pm

1. Discussed what genre and movies that could be used for this project. We all thought of movies with different genres, this gives us a greater chance of finding a movie to work with.

Below is a list of the main movies that we chose to look into:

- Paranormal Activity
- REC
- Friends with Benefits
- Phone Booth
- Cinderella Story
- The Dark Knight
- Scream
- Demons Never Die
- Pulp Fiction

We decided that we wanted the scene to work around a phone call between two characters in the movie. Friends with Benefits and Phone Booth were the two main movies that we wanted to look at.

This meeting was relatively short because we all needed to go away and look at the movies separately to see what scenes we could use.



Monday 5th November

12-3pm

1. During the week, we had all been in contact with one another, and decided that focusing the scene on a phone call wasn't the best idea and we agreed that we could come up with a better movie.
2. We looked at movies with 'Found Footage' and footage that had been filmed from the characters point of view. We decided that Paranormal Activity was a good movie to look at because there is a mixture of how the footage had been put together. We watched different clips of the movie and found the scene that we wanted to work with.
3. We talked about the different equipment that we would need to use to recreate the scene. The lighting in the movie is made to look natural, we decided we would need dedo lights and blue gels to make the scenes match. We would also colour correct the scenes in Final Cut Pro to make them as similar as possible
4. We decided on the different job roles in the group and who would do what.

- Director – Kath
- Producer – Hannah & Fran
- Camera – Hannah
- Editor – Amy & Kath
- Lighting – Fran
- Sound – Amy

We are yet to decide on the paperwork roles.



Tuesday 13th of November

12-1.30/3pm

1. After talking to Val last week, we have decided to change our movie to The Dark Knight. This means we have more lighting scenes to experiment with and a bigger chance of getting a better mark for the project.
2. Amy watched the movie at home and found scenes that would be good to focus on. After showing the scenes to the rest of the group, we decided to use a dark scene that focuses on the characters faces. The character that we are going to reshoot is sitting down for the whole scene, therefore we have decided to make the our character move around the room so we can experiment with different lighting techniques.
3. We decided on jobs roles, which can be seen on the group information list.
4. Kath and Hannah had to leave at 1.30pm to attend another lecture in Avery Hill. Amy and Fran went on to research into different websites that advertise actors. We decided that we wanted a male actor aged 30+ that matched the profile of the character from the film. We signed up to Star Now and wrote our advertisement.
5. We then booked the SL104 for filming. We begin filming on the 28th November and have the studio form 5pm until 11.45pm. We have also booked the studio on the 29th November, incase we need to re-film certain scenes.



Friday 23rd November

12-2pm

1. During the week, we had received several replies about the advertisement we put out on the acting websites. We received eight applicants and we had to look through each actor and decided which one was right for the role. We chose an actor called George Xander, and Fran got in touch with him and sent him all the details for the day of filming.
2. After talking as a group, we decided that we needed to add in an extra scene at the beginning. We watched the film and found a scene that we could use. Amy found the script and Fran looked through the list of actors that had already responded to our first advertisement. We contact another actor and asked him if he was willing to participate in a different role.
3. On Monday (26th Nov) we have booked the studio and the equipment out. This gives us time to mess around with the lighting and make sure we have set it up properly before filming on Wednesday. This way we don't waste valuable filming time by sorting out equipment.



Monday 26th November

12pm-2pm

1. Today was the first day that we got to test out the lighting for filming on Wednesday. After finally receiving all the correct equipment (camera, memory card, boom and solid state) we went to SL104 where the lights had already been set up for us to practise with. We set up all of our props in the correct positions and arranged where the lights would need to be.
2. We did some test shots with the camera and decided where the boom should be positioned in each shot. After looking at the wireless microphone in one lecture we decided to see if we could book some out when we come to film as they sound clearer than using a boom mic by itself.
3. We made sure that everyone knew the plan for filming on Wednesday and that we all knew what equipment we would be using.



Wednesday 28th November

4-11pm

Filming Day

1. We started to collect the equipment at around 4pm however it took around 50 minutes to check that we were given the correct stuff. This meant that we were then a little bit delayed in setting it up for filming.
2. Fran and Kath went and met the actors at the front of the University, whilst Amy and Hannah continued to set up and make sure that everything was in the correct place.
3. As soon as the actors arrived, we ran them through what would be happening and began filming.
4. Filming was going good to begin with, until the camera battery died, which meant that Fran had to run back to King William to ask for another battery, there was a little bit of confusion and we were given the wrong battery, so Fran had to run back again and get the correct one. This meant that we lost around 10 minutes of filming time. However we made up this time and finished filming at around 10/10.30.